

CITY OF FRESNO

310021

AIRPORTS PROPERTIES MANAGER

DEFINITION

Under administrative direction, develops and manages short-range and long-range comprehensive land and facility utilization plans for the City of Fresno, Airports Department.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Director of Aviation. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

The Airports Properties Manager is a division head responsible for properties and managing all procedures and policies relating to property management functions of the Airports Properties Management Division. Incumbent manages and directs comprehensive plans and programs for utilization of land and physical facilities, property marketing programs, property leases and operating agreements, property rentals and airport use fees. This class is distinguished from Airports Property Supervisor in that incumbents of the latter perform less complex and difficult assignments and do not have managerial responsibility. This is an unclassified position in which incumbents serve at the will of the Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Manages property management program and staff; ensuring that objectives and goals specified in airport plans are accomplished in accordance with prescribed priorities, time limitations and funding conditions.

Develops and implements policies and procedures for business development such as advertising lease and concession space and/or buildings, activating new ways to use existing owned properties to increase revenue, and locating interested parties to provide additional services.

Responsible for the preparation and administration of assigned division budget; monitors adherence to budget allocations.

Performs due diligence audits, interviews and inspections of prospective tenants to determine proper use, tenants' job knowledge and financial stability, with overview of assessing competence and probability of successful lessor-lessee relationship.

Develops and directs the comprehensive plans and programs for utilization of land and physical facilities of the airports.

Assists with long-range facility forecasting.

Works with airport regulatory agencies on land use and other airport related matters.

Recommends and assists with the allocation of land uses surrounding the airports consistent with adopted plans.

Monitors and reviews the preparation and maintenance of proposals, leases, permits and other documents relating to Airports' property; prepares and maintains the more complex and sensitive proposals, leases, and permits.

Provides input into the development of airport rate-setting data and assists in its maintenance; obtains and reviews airport property appraisals; applies property valuation and cost accounting data to the establishment of airport property rentals and users' fees; recommends rental rates and user fees for airport properties, facilities, and services.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles, practices and theories of properties as applied to the management and development of airport capital improvement projects.

The administrative techniques used in the development of plans for a large municipal airport, including landside and airside structures and facilities.

Modern principles and practices of public and business administration.

The air transportation industry, including the functions and operations of other agencies, organizations, tenants and users as they relate to airports.

Airport property management philosophies and techniques, including airport rate-setting principles as they apply to the various classifications of airport tenants and users.

Federal, state and local laws and Federal Aviation Administration regulations, orders and standards affecting the development, use, and management of airport properties and facilities.

The principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Contract provisions used in airport lease and operating agreements.

Skills to:

Operate modern office equipment including computer equipment.

Ability to:

Use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts, and other visual aids, and comprehend engineering and architectural plans.

Plan, organize, and direct the work of assigned personnel.

Prepare clear, concise and comprehensive reports, records, correspondence and other written materials and to make clear and persuasive oral presentations.

Establish positive working relationships with representatives of community organizations, state and local agencies and associations, City management and staff, and the public.

MINIMUM QUALIFICATIONS

Experience:

Three years of progressively responsible experience in properties management.

Education:

Graduation from an accredited four year college or university with a Bachelor's Degree in Aviation (Airport Management), Public or Business Administration, urban planning, transportation planning, or related field.

Special Requirements:

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director

DATE: _____

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